



# Job Opportunity

## State Controller's Office

**Position:** Associate Governmental Program Analyst/  
Staff Services Analyst (General)  
Limited Term/Full Time, 18 months

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** September 21, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Susan Lash, (916) 322-1812

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-5393-056  
051-550-5157-xxx  
Ref 0921.CRSD1

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general direction provided by the Manager of the Compliance and Reciprocity Unit, the Associate Governmental Program Analyst/Staff Services Analyst (General) performs complex analytical duties, acts as a lead on projects, and provides consultative services related to the Division of Collections and the Unclaimed Property Program. The incumbent also prepares complex information used in the development, implementation, and monitoring of complex projects. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Duties will be commensurate with level hired.
- Independently coordinate the development, planning and implementation of complex projects assigned by management;
- Review and analyze legislation pertaining to the Compliance Unit and/or the Bureau of Unclaimed Property;
- Develop data for management's use in budget and workload planning;
- Prepare correspondence for management, including responses to sensitive issues;
- Develop and prepare alternatives, recommendations, memorandums, decision documents, requests for legal opinions, and written procedures related to the Unclaimed Property Program;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Perform or provide back-up support for the annual property exchanges with other states and communicates with other states regarding unclaimed property;
- Coordinate the resolution of customer inquiries involving reciprocity claims with other UCP Units;
- Respond to Program inquiries from internal and external customers, requiring research, analysis and communication with other divisions and/or departmental units;
- Respond to inquiries from the National Association of Unclaimed Property Administrators;
- Communicate with the holder community, Audit Division, and Legal Office regarding compliance issues, including the preparation of compliance-related correspondence and materials as directed;
- Track the status of real property transferred to SCO by the courts, ensure payment of related invoices, and communicate with the Department of General Services;
- Lead special assignments that occur within the Compliance Unit and Collections Division;
- Act as Compliance Unit or Unclaimed Property Bureau representative at meetings or task forces related to such items as compliance, policy, regulations, inter and intradepartmental concerns, divisional proposals, etc.;
- Coordinate and facilitate meetings.

***Applications will be screened and only the most qualified will be interviewed***

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 0921.CRSD1, 051-550-5393-056/051-550-5157-xxx (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).